

Grammar in Action

Find the run-on sentence in Matt's personal narrative. How could you fix it?

Proofreading

Before writing the final copy of a narrative, a good writer proofreads to check for spelling, punctuation, capitalization, and grammar. A checklist can help.

Charlotte was happy to proofread Matt's narrative. She found one spelling error and



Conventions

one capitalization error. Can you find

them? Use a dictionary if you aren't sure of a spelling.

Writer's Tip Good writers ask others to proofread their work because a proofreader can give the piece a fresh look. He or she will probably spot errors that the writer missed.

Your Turn

- Read your paper carefully, using the Proofreader's Checklist.
- Have a dictionary handy.
- Look for only one kind of error at a time.
- Use the proofreading marks in the box below to mark changes on your paper.
- When you have finished the Proofreader's Checklist, trade papers with a partner.

Common Proofreading Marks

Symbol	Meaning	Example
	begin new paragraph	over. Begin a new
	close up space	close p space
	insert	students should think
	delete, omit	that the the book
	make lowercase	M athematics
	reverse letters	reves re letters
	capitalize	washington
	add quotation marks	I am, I said.
	add period	Marta drank tea